



## ENVIRONMENTAL HEALTH DIVISION

### **TEMPORARY FOOD ESTABLISHMENT VENDOR INSTRUCTIONS**

1. TFE vendor obtains TFE application packet from event coordinator.
2. Vendor reviews TFE requirements and completes vendor application. The application must be signed by the vendor.
3. The vendor submits the completed application, written consent for a preparation kitchen, and the \$75.00 permit fee to the Environmental Health Office at least fifteen (15) calendar days before the event.
4. If food will be prepared and stored in a permitted establishment, the vendor must obtain written consent from the establishment operator. The consent must include the name and location of the establishment as well as a list of food items that will be prepared at the establishment. **No food shall be prepared in a home kitchen.**
5. On the day of the event, the TFE booth will receive a permitting evaluation from Environmental Health representatives.
6. Vendors who satisfy the requirements will receive a permit.
7. **No food preparation or food sales shall occur at the booth before the permit is issued.**